

Title 10 – Department of Natural Resources
Division 23 – [Geological Survey and Resource Assessment Division]
Division of Geology and Land Survey
Chapter 1 – Definitions and Organizational Structure

Professional Development

10 CSR 23-1.105—Permit Renewal

- (1) The permittee shall file for the renewal with the division and submit the appropriate fees prior to the expiration dated of his/her permit. Any forms that are improperly completed will be returned to the contractor for completion.
- (2) **The division will send a renewal notice to the applicant's last known business address at least sixty (60) days before the expiration of the permit. Failure of the division to notify the permitted contractor of the pending expiration date of said permit does not relieve the permitted contractor's responsibility for renewing the permit.** A penalty fee also shall be paid if the renewal is submitted within thirty (30) days after the expiration date. If a permit has been expired more than thirty (30) days, permittee must reapply and take the appropriate exam to obtain a new permit.
- (3) **Each permitted well, pump, monitoring and heat pump installation contractor shall be required to obtain six (6) hours of department approved professional development each permit year in order to renew their permit. Six (6) professional development hours are required per contractor regardless of number of permits held. All training must be completed and documentation submitted to the division prior to the expiration date of the permit. The applicant must submit documentation of hours earned during the permit year along with the appropriate fees. Documentation will be accepted in the form of:**
 - (A) **Certificates of Completion;**
 - (B) **Attendance Rosters; or**
 - (C) **Department issued waivers**
- (4) Upon receipt of any completed renewal request, renewal fee and appropriate forms completed in a manner acceptable to the division, a permittee shall be sent a renewal permit if still qualified for the permit.
- (5) A permit will not be renewed if the permittee has any unresolved violations pending against his/her permit, unless a schedule to remedy the violations has been approved in advance by the division.
- (6) The division may issue a renewal permit on a probationary basis.

- (7) The renewal permit shall consist of a card and contain the name of the permittee, expiration date and permit number. The permit card shall be carried by the permittee and the rig cards must be placed in each rig.

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10 CSR 23-1.110—Professional Development

PURPOSE: The rule establishes criteria for professional development requirements.

- (1) Each permitted well, pump, monitoring and heat pump installation contractor shall be required to obtain six (6) hours of department approved professional development each permit year in order to renew his/her permit. Renewal hours shall be valid only for the renewal period for which it was earned. Renewal hours in excess of the required hours for a renewal period may not be carried over into any subsequent renewal period.**
- (2) A professional development hour (PDH) shall be defined as fifty (50) minutes of instruction. The minimum length of a training course eligible for renewal credit shall be one (1) PDH. Not more than one-half (1/2) of the total renewal hours required in a renewal period shall be credited from safety, supervisory, management, administration and financial training and general computer courses.**
- (3) The division may seek the guidance from an advisory group, comprised of one (1) person from the water well industry; one (1) person from the monitoring well industry; one (1) person from the heat pump industry; and one (1) person from the pump industry, for the purpose of reviewing training courses for approval. Training shall be pre-approved by the division to be accepted for PDH credit. Determination by the board will be allowed for dispute resolution of PDH credit.**
- (4) All organizations or individuals sponsoring training for permitted contractors shall submit the following to the division for review. The following information shall be submitted to the division at least thirty (30) days prior to the date of training:**
 - (A) Date and location of the training;**
 - (B) Name, address and telephone number of person to contact regarding the training;**
 - (C) Course outline showing the topic(s) to be presented and time allotted for each;**
 - (D) The name(s) of the instructor(s) and his/her qualifications (not just title or company name);**
 - (E) Copy of course handouts; and**
 - (F) Whether the course is available to the public**

The division shall be notified at least thirty (30) days in advance of any subsequent presentation(s) of an approved course.

- (5) Advertisement of any training shall not state that the program has been approved for credit until the division has issued its formal approval and**

assigned a course identification number and amount of PDH credit.

Approvals will be by written correspondence. The approval correspondence will include a course attendance roster form that will show the course name, coordinator/instructor, date, location, course identification number and the amount of renewal credit.

- (6) Certificates of completion should be provided to the attendees and should contain the following:
 - (A) Attendee's name;
 - (B) Name of the course;
 - (C) Hours;
 - (D) Course identification number;
 - (E) Date that the course was held;
 - (F) Location of the course; and
 - (G) Name of course coordinator or instructor.
- (7) If training is pre-approved but does not include a certificate of completion or an attendance roster, the permittee must contact the division to obtain a waiver form supplied by the division. This form may be used if the training was taken via the internet, videotape, compact disc or digital video device. The waiver form must include the following information:
 - (A) Permittees Name;
 - (B) Name of the course;
 - (C) Course identification number;
 - (D) Date completed; and
 - (E) Permit number
- (8) Training providers shall return the course attendance roster to the division within twenty (20) days of the completion of the course. Information on the roster shall include:
 - (A) Name of the course;
 - (B) Hours;
 - (C) Course identification number;
 - (D) Date that the course was held;
 - (E) Location of the course;
 - (F) Name of the course coordinator or instructor;
 - (G) Names of all attendees with last four (4) digits of the persons social security number; and
 - (H) For multi-day training courses, which sessions the individual attended.
- (9) Courses of instruction approved by the professional development and/or continuing education programs of other states' well installation contractor

regulatory programs shall be considered pre-approved by the division. The hours of credit shall be based upon the number of hour of instruction. Credit for out of state courses will be granted upon submission to the division of either a copy of the out of state course's attendance roster, that has been signed by the trainer, or a copy of the certificate of completion issued by the out of state course's training authority.

- (10) The division may, in individual cases involving hardship or extenuating circumstances, grant an extension of up to twelve (12) months within which the permitted contractor may fulfill the minimum PDH requirements. Hardship or extenuating circumstances include documented military active duty status, health-related confinement or other circumstances beyond the control of the permittee, which prevent attendance at the required activities. The division will make the determination regarding extensions on a case by case basis. All extensions allowed will be in the form of a written response.